

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended March 31, 2018

Revenues

There have been significant tax receipts in March, 2018. **Interest Income** was higher than budgeted due to Investments being set up with longer maturities at higher market rates of returns.

Expenditures

Total Expenditures were \$ 89,269 under budget for the month and \$ 218,917 under budget on a year-to-date basis.

Salaries is under budget by \$ 7,981 for March and \$ 28,157 under budget on a year-to-date basis. There are a few open positions at this time.

Outreach Services is over budget by \$ 3,193 for the month and over budget on a year-to-date basis.

Staff Training & Education is over budget for March by \$ 993, but under budget on a year-to-date basis.

Patron Programs & Events is over budget by \$ 581 for the month, but under budget on a year-to-date basis.

**Orland Park Public Library
Balance Sheet - All Funds
March 31, 2018**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	74,428	0	70,771		145,199
Cash - Marquette E-Commerce	2,763				2,763
PMA Financial Investments	7,576,724	1,078,853		1,422,827	10,078,405
Tax Receipts - Marquette	21,396			0	21,396
Special Reserve - Marquette	1	2,540			2,541
Cash - Harris Bank	0			0	0
Petty Cash	300				300
Interest Receivable	46,671	3,033		3,685	53,389
Property Taxes Receivable	2,628,900			783,601	3,412,500
Prepaid Expenses	156,086				156,086
Due from Debt Service	0	0	0	0	0
Total Assets	<u>10,507,268</u>	<u>1,084,427</u>	<u>70,771</u>	<u>2,210,113</u>	<u>13,872,579</u>
Liabilities & Fund Balance					
Health Insurance W/H Payable	0	0	0	0	0
457 W/H Payable	0	0	0	0	0
Garnishment W/H Payable	154	0	0	0	154
Due to General Fund	0	0	0	0	0
Deferred Property Tax Revenue	2,628,900	0	0	783,601	3,412,500
Accounts Payable	22,541	0	176	0	22,716
Estimated Property Tax Refunds	0	0	0	0	0
Due to Primary Government	0	0	0	48,323	48,323
Total Liabilities	<u>2,651,595</u>	<u>0</u>	<u>176</u>	<u>831,923</u>	<u>3,483,693</u>
Beginning Unrestricted Fund Balance	6,233,588	1,081,040	70,379	541,853	7,926,860
Fund Balance - Nonspendable	156,086	0	0	0	156,086
Fund Balance - Restricted by Donors	0	0	0	0	0
Fund Balance - Restricted by Statute	13,597	0	0	0	13,597
Fund Balance - Restricted by Budget	0	0	0	0	0
Transfers between Funds	0	0	0	0	0
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>1,452,402</u>	<u>3,387</u>	<u>217</u>	<u>836,336</u>	<u>2,292,342</u>
Ending Fund Balance	<u>7,855,674</u>	<u>1,084,427</u>	<u>70,596</u>	<u>1,378,190</u>	<u>10,388,885</u>
Total Liabilities & Fund Balance	<u>10,507,268</u>	<u>1,084,427</u>	<u>70,771</u>	<u>2,210,113</u>	<u>13,872,579</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended March 31, 2018**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	1,811,450	443,750	408.21%	2,655,202	1,331,250	49.86%	5,325,000
Impact Fees	0	833	0.00%	1,500	2,500	15.00%	10,000
Replacement Taxes	0	1,667	0.00%	1,475	5,000	7.38%	20,000
State Grants	0	3,333	0.00%	500	10,000	1.25%	40,000
Non Resident Fees	0	417	0.00%	0	1,250	0.00%	5,000
Fines	5,108	4,583	111.46%	14,412	13,750	26.20%	55,000
Gifts	0	833	0.00%	50	2,500	0.50%	10,000
Copy Machine	1,189	1,000	118.95%	3,610	3,000	30.08%	12,000
Interest Income	14,905	3,833	388.85%	25,276	11,500	54.95%	46,000
Miscellaneous Income	520	750	69.37%	1,966	2,250	21.85%	9,000
Total Revenues	1,833,172	461,000	397.65%	2,703,991	1,383,001	48.88%	5,532,000
Expenditures							
Salaries	213,841	221,822	96.40%	637,307	665,464	23.94%	2,661,859
Salaries-Maintenance	9,927	10,295	96.42%	29,994	30,885	24.28%	123,541
Life/Health Insurance	39,593	43,333	91.37%	134,109	130,000	25.79%	520,000
Books	21,228	30,667	69.22%	78,128	92,000	21.23%	368,000
Electronic Databases	6,779	8,167	83.00%	20,238	24,500	20.65%	98,000
Periodicals	3,163	3,250	97.34%	9,195	9,750	23.58%	39,000
Audio Visual Materials	8,957	13,333	67.18%	43,683	40,000	27.30%	160,000
Audio Visual Equipment	0	63	0.00%	0	188	0.00%	750
Book Rebinding	0	0	0.00%	0	0	0.00%	0
Accounting	973	1,021	95.26%	2,608	3,063	21.29%	12,250
Insurance	4,097	4,292	95.45%	12,290	12,875	23.86%	51,500
Landscaping & Groundskeeping	773	2,000	38.65%	3,749	6,000	15.62%	24,000
Building Maintenance	8,416	40,417	20.82%	30,720	121,250	6.33%	485,000
Security System	2,558	6,250	40.92%	4,120	18,750	5.49%	75,000
Library Office & Equipment	185	63	293.40%	185	188	24.65%	750
Legal	1,627	6,250	26.04%	6,022	18,750	8.03%	75,000
Library Consultant	0	1,333	0.00%	1,750	4,000	0.00%	16,000
Electricity	0	0	0.00%	0	0	0.00%	0
Water & Sewer	1,140	833	136.86%	2,055	2,500	20.55%	10,000
Natural Gas	3,505	3,292	106.46%	9,728	9,875	24.63%	39,500
Telephone	826	750	110.08%	1,791	2,250	19.90%	9,000
Purchase - New Equipment	0	1,250	0.00%	8,223	3,750	54.82%	15,000
Building & Custodial Supplies	2,974	3,125	95.17%	8,406	9,375	22.42%	37,500
Building Repairs	1,178	1,500	78.53%	1,728	4,500	9.60%	18,000
Lib. & Off. Eqpt Rep. & Maint	979	1,500	65.29%	3,679	4,500	20.44%	18,000
Machine Rental	0	200	0.00%	233	600	9.71%	2,400
Automation - Equipment	4,489	6,167	72.80%	7,325	18,500	9.90%	74,000
Automation - Line Costs	287	458	62.77%	920	1,375	16.73%	5,500
Automation - Consultant	5,207	6,250	83.30%	15,883	18,750	21.18%	75,000
Automation - Maintenance	4,987	7,500	66.49%	19,040	22,500	21.16%	90,000
Library Furniture	0	3,333	0.00%	0	10,000	0.00%	40,000
Outreach Services	3,818	625	610.95%	5,724	1,875	76.33%	7,500

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended March 31, 2018**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	0	667	0.00%	1,255	2,000	15.69%	8,000
Staff Training & Education	2,993	2,000	149.66%	5,977	6,000	24.90%	24,000
Conference Fees	0	500	0.00%	375	1,500	6.25%	6,000
Patron Programs & Events	4,164	3,583	116.22%	7,225	10,750	16.80%	43,000
Association Dues & Fees	568	583	97.43%	1,583	1,750	22.62%	7,000
Public Information	543	3,333	16.28%	2,565	10,000	6.41%	40,000
Library Supplies	926	3,750	24.69%	13,561	11,250	30.13%	45,000
Office Supplies	264	500	52.83%	881	1,500	14.69%	6,000
Postage	503	1,167	43.10%	1,419	3,500	10.13%	14,000
Printing	0	583	0.00%	0	1,750	0.00%	7,000
Contingency	0	0	0.00%	0	0	0.00%	0
Contribution to IMRF	19,649	20,250	97.03%	58,290	60,750	23.99%	243,000
Contribution to FICA	16,749	17,750	94.36%	49,967	53,250	23.46%	213,000
Audit	520	1,029	50.53%	2,120	3,088	17.17%	12,350
Liability Ins.-D&O,Bonds,WC	2,502	4,750	52.67%	7,505	14,250	13.17%	57,000
Unemployment Compensation	15	337	4.45%	35	1,000	0.88%	4,000
Bank Charges	0	50	0.00%	0	150	0.00%	600
Total Expenditures	400,902	490,171	81.79%	1,251,589	1,470,506	21.28%	5,882,000
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,432,270	(29,171)		1,452,402	(87,499)		(350,000)
Interfund Transfers In / (Out)	0	0		0	0		0
Net Change in Fund Balance	1,432,270	(29,171)		1,452,402	(87,499)		(350,000)

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended March 31, 2018**

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
<u>Revenues</u>						
Taxes	0	0	0	0	603,817	870,265
Impact Fees	0	0	0	0	0	0
Replacement Taxes	0	0	0	0	0	0
State Grants	0	0	0	0	0	0
Non Resident Fees	0	0	0	0	0	0
Fines	0	0	0	0	0	0
Gifts	0	0	0	0	0	0
Copy Machine	0	0	0	0	0	0
Interest Income	1,276	3,387	6	17	1,239	2,314
Capital Campaign	0	0	225	375	0	0
Miscellaneous Income	0	0	0	0	0	0
Total Revenues	1,276	3,387	231	392	605,055	872,578
<u>Expenditures</u>						
Building Repairs	0	0	176	176	0	0
Audio Visual Equipment	0	0	0	0	0	0
Automation - Equipment	0	0	0	0	0	0
Automation - Consultant	0	0	0	0	0	0
Library Furniture	0	0	0	0	0	0
Library Supplies	0	0	0	0	0	0
Bank Charges	0	0	0	0	0	0
Debt Service Repaid to Village	0	0	0	0	12,081	36,242
Total Expenditures	0	0	176	176	12,081	36,242
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,276	3,387	56	217	592,975	836,336
Interfund Transfers In / (Out)	0	0	0	0	0	0
Net Change in Fund Balance	1,276	3,387	56	217	592,975	836,336